

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

FIRE SAFETY SUPERVISOR

JOB DESCRIPTION

Employees in this job direct the work of fire safety inspectors. The work requires extensive knowledge of the state fire safety laws, rules, and regulations; and a thorough knowledge of supervisory techniques and personnel policies and procedures

There is one classification in this job.

Position Code Title – Fire Safety Supervisor

Fire Safety Supervisor 12

This is the first-line fire safety supervisor directing the work of lower level fire inspectors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty. All duties should be able to be performed with or without reasonable accommodations.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Assists in the development of policies pertaining to fire safety.

Reviews reports and inspection activities to determine compliance with rules and policies and to ensure the uniformed application of fire safety codes.

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Inspects, through visual observation, such places as nursing homes, hospitals, institutions, etc., to determine compliance with state fire safety laws and codes.

Conducts the most complex and unusual fire safety inspections.

Serves as a liaison to the Fire Marshall Division of the Michigan Department of State Police and to local fire inspecting authorities.

Makes verbal and written recommendations for corrections of hazardous conditions.

Explains, both verbal and in writing, fire safety laws and codes to staff, architects, engineers, building owners, and local office personnel.

Provide technical advice and consultation regarding fire safety to architects, engineers, and building owners.

Performs related work that is appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the laws, policies, guidelines, and principles of equal employment opportunity and affirmative action.

Thorough knowledge of management, supervisory, and training techniques and principles.

Thorough knowledge of labor relations and fair employment practices.

Thorough knowledge of employee policies and procedures.

Extensive knowledge of the specific departmental inspector activity and related state and/or federal licensing laws, rules, regulations, and policies.

Extensive knowledge of inspector techniques and procedures.

Thorough knowledge of basic investigative techniques and practices.

Some knowledge of budgeting and accounting practices and procedures.

Thorough knowledge of the laws, policies, guidelines, and principles of equal employment opportunity and affirmative action.

Thorough knowledge of management, supervisory, and training techniques and principles.

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Ability to prioritize, organize, and coordinate work assignments of lower-level inspectors.

Ability to instruct, supervise, and evaluate employees.

Ability to interpret and apply laws, rules, and regulations relative to the work.

Ability to prepare reports.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain favorable public relations.

Working Conditions

Some jobs require an employee to work under extreme weather conditions and environmental conditions of work site.

Some jobs require an employee to be exposed to diseases and illnesses.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work where there is a significant chance of injury.

Physical Requirements

The job duties require an employee to be absent of any physical limitation, which would impair effective performance.

Education

Educational level typically acquired through completion of high school.

Experience

Four years of experience equivalent in responsibility to a Fire Safety Inspector E10.

Special Requirements, Licenses, and Certifications

None.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
FIRSFYSPV	Fire Safety Supervisor

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Fire Safety Supervisor-2	FIRFSPV2	NERE-057

ECP Group 3
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